

APPENDIX P

PROJECT IMPLEMENTATION SCHEDULE

(Name of Locality and Assisted Business)

PROJECT START-UP

- Submit Complete Application
- Begin Project Planning
- Establish Project Files
- Prepare Management Plans/Prog. Inc.
- Prepare Environmental Review Record
- Finalize Contract with MDOC

PROJECT IMPLEMENTATION

- Negotiate Loan Agreement
- Submit Draft Loan Agreement to MDOC
- Final Loan Agreement after MDOC approval
- Document 51% LMI Benefit for Retained Jobs
- MDOC Release of Funds
- Submit First Drawdown
- Reports to MDOC Quarterly
- Obtain & Submit Financial Statements to MDOC Quarterly

PROJECT CLOSE-OUT

- Project Audited as Part of Organization-wide Audit of the Local Government
- Submit Audit to CDBG Program Officer
- Conditional Close-out
- Submit Audit Report to MDOC
- Final Close-out